



South West Community Development Council
The JTC Summit, 8 Jurong Town Hall
#03 -11 Singapore 609434
Tel: 63161616 Fax: 63167251 Website: www.southwestcdc.org.sg

EMPLOYER JOB ORDER FORM

Notes

- (i) Please use one Job Order form for each position and ensure that each form is duly **completed**. We may contact you for additional information if necessary.
- (ii) Based on the job information you provide, South West CDC will do our best within our ability and resources to refer suitable candidates to you.
- (iii) Each Job Order, once submitted, is available for up to **30 days**. Employers are welcome to extend the availability of the Job Posting. Should the vacancy be closed within this 30-day period, please inform us.
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A. COMPANY'S PARTICULARS

Name of Organisation		CPF No.:	
Address	Singapore ()		
Name & Designation of Contact Person			
Telephone No. & Extension		Fax No.	
Mobile No.			
Email Address			

B. JOB ORDER DETAILS

Position (Job Title)		No. of Vacancies	
Job Description			
Type of Employment	Permanent / Temporary / Contract	If not perm, pl specify duration	
	Full-Time / Part-Time (less than 30 hrs per week)		
Address of Workplace (If different from above)	Singapore ()		
Location	North / South / East / West / Central		
Transport Provided	Yes / No	If yes, please specify	
Work on Weekends & Public Holidays	Yes / No		
Type of work week	5-day / 5.5-day / 6-day / Others (Please specify:)		
Shift Work	Day / Night / Rotating / No shift work		
Working Hours (e.g. 9am - 5pm)		Shift hours (if any):	
Gross Monthly Salary (including commission, allowances etc)	Minimum	\$ _____ / mth	Maximum \$ _____ / mth
	Allowances (if any):		

